

SECTION C

NON-LIVE EMPLOYEE TO A LIVE DEPARTMENT

OVERVIEW:

This section applies to employees that have NOT been converted to MyCalPAYS but accept an appointment in a live on MyCalPAYS department.

In this section, you will find information on how to manage a non-live employee's:

Assignment Change

Rehire

Mandatory Reinstatement

Information and procedures are provided for:

1. Processing the employee's assignment change
2. Processing the employee's rehire (reinstatement) based on when the employee last received pay in the Legacy system.
3. What will need to be done after the employee is converted to MyCalPAYS

01 ASSIGNMENT CHANGE

HR Departments will continue to have access to the Legacy system after going live on MyCalPAYS. The HR Personnel Specialist will process the assignment in PIMS using current Legacy procedure. The employee's record will be maintained in the Legacy system until the Quarterly Sweep and the employee is converted to MyCalPAYS.

The Quarterly Sweep is the process that identifies and converts employees from the Legacy system to MyCalPAYS and places a Stop Pay Flag on the employee's Legacy record. There is a screen shot example of the Stop Pay Flag on the EAR screen in the reference section.

After the Quarterly Sweep has occurred, the HR Personnel Specialist will reference the EAR screen in PIMS and verify that the employee has a Stop Pay Flag on their record. There will be a message on the bottom of the EAR screen that reads the "Employee Exists on MyCalPAYS." The EAR history screen will also reflect that an E06 transaction has posted to the employee's record. The E06 is the transaction that sets the Stop Pay Flag (see Personnel Letter #12-011 in Reference section F).



Once the employee has been converted to MyCalPAYS in the Quarterly Sweep, the employee will be maintained in MyCalPAYS.

02 PERMISSIVE/MANDATORY REINSTATEMENTS

If a non-converted employee is being reinstated to a live in MyCalPAYS department, the HR Personnel Specialist will look in Legacy to determine if the employee has held an appointment in Legacy at any time in the past. If the employee has any history in Legacy, the reinstatement will be processed in Legacy and the employee will be converted to MyCalPAYS during the Quarterly Sweep. It may also be necessary to contact SCO to help determine if the employee has held a prior appointment in the Legacy system.

The HR Personnel Specialist will process the permissive or mandatory reinstatement in PIMS using current Legacy procedure. The employee's record will be maintained in the Legacy system until the Quarterly Sweep and the employee is converted to MyCalPAYS.

After the Quarterly Sweep has occurred, the HR Personnel Specialist will reference the EAR screen in PIMS in Legacy and verify that the employee has a Stop Pay Flag on their record.

Once the employee has been converted to MyCalPAYS, the employee will be maintained in MyCalPAYS.

03 EMPLOYEE INFORMATION DOCUMENT (EID)

The Employee Information Document (EID) is the MyCalPAYS document that replaces the Notice Of Personnel Action (NOPA) that is generated today and forwarded to departments from SCO. Departments that are live in MyCalPAYS will be able to request and print this document from MyCalPAYS within their department. The process for departments to distribute the EID is the same as what is in place today for distributing the NOPA.

04 AFTER THE QUARTERLY SWEEP

After the Quarterly Sweep, the department will need to check in MyCalPAYS for and manually enter the following items that are not converted during the sweep:

- Any non-US addresses (Mexico, Canada, etc.)
- Appointments with an expiration date
- Premium Pays
- Higher Above Minimum, Red Circle & Plus Salary
- Garnishments
- Payroll Deduction A/Rs
- Disability Information
- Quotas (Leave Balances)